

Berkeley County Government

JOB OPENING - EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 2 (PS101228)

DEPARTMENT: CLERK OF COURT'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Works under minimal supervision while using established directives. Ability to work in an intense environment in a courteous and efficient manner with judges, court administration, attorneys, and the general public both in person and by telephone. Review court documents for completion and compliance. Interpret and enter court documents in the computer system. Accept and process court fees, fines and miscellaneous payments. Effectively and efficiently handle inquiries and responses to public requests for copies of court documents and other related documentation. . Transmit electronic files and assist with financial bookkeeping task. Assist with records management and all other departments as needed. Perform diversified administrative, customer service duties, including answering telephone calls; opening and processing mail; filing case file records and other documents; making copies and composing letters. Scan and index court files. Perform all other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and three (3) years related administrative experience. Legal experience, cash handling and bookkeeping experience preferred.

Experience working in a fast-paced administrative/legal environment handling stressful situations highly desired. Experience to include excellent customer service and communication skills, both written and oral in addition to entering and processing cash transactions.

Personal computer experience including knowledge of Word and Excel.

Data Entry/Basic Skills score 71 is required for this position. Word score of 45 required for this position. Excel score of 40 required for this position.

Skilled in the operation of all basic office equipment including fax machines.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training and follows safety policies and procedures for assigned tasks.

HOURS OF WORK/MISCELLANEOUS DUTIES:

This position is currently classified as non-exempt and reports directly to the Clerk of Court's Office. Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours after 5:00 p.m. when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration building and the Libraries to apply online.

Administrative Specialist 2 - Grade C15

Entry Level Bi-Weekly Pay Range: \$958.42 - \$1,102.18

Date of Posting: 12/21/2015

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.